DGS-330-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

THIS AMENDS SCHEDULE C-494

SCHEDULE NO. C-494A1

PAGE NO. 1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

| | Anne Arundel County Central Services | Purchasing | | | |
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| | AG EN CY | DIVISION | | | |
| Item No. | Description | Retention | | | |
| 1 | PURCHASE ORDERS/CHANGE ORDERS: The standard Purchase Order/Change Order is an automated printed form to place orders or changes for commodities/services throughout the County and has seven copies which are distributed (after authorization by Purchasing Agent) as follows: | TOTAL RETENTION PERIOD IS EIGHT YEARS. RETAIN THREE YEARS IN OFFICE, FIVE YEARS IN RECORDS CENTER, THEN DESTROY. | | | |
| | The white and yellow copies are sent to the vendor. The goldenrod copy, along with attached back-up info. are retained by the Purchasing Office and filed by vendor and numerically, respectively. The pink copy is retained by the Expeditor in the Purchasing Office to keep track of deliveries. The green copy is forwarded to Finance. The two (2) blue copies are forwarded to the receiving department and/or requesting user department. | (The green copy, retained by Finance, is the Record Copy, subject to the retention requirements set by the Finance Retention Schedule.) | | | |
| 2 | A Sub Order Release Contract is a contract resulting from accepting bids on purchases of commodities/services with a fixed (yearly or designated time) price. Sub Order Releases are partial orders issued against an active Purchase Order and is an authorization for the vendor to ship whatever is described in the Purchase Order Contract. The active contract is filed by Purchase Order Number; when the contract expires it is filed by Expiration Date. The standard Sub Order Release is an automated printed form to order commodities/services throughout the County and has seven copies which are distributed (after authorization by the Purchasing Agent) as follows: | TOTAL RETENTION PERIOD IS EIGHT YEARS. RETAIN TWO YEARS IN PURCHASING OFFICE (ONE YEAR WHILE ACTIVE AND ONE YEAR AFTER EXPIRATION) SIX YEARS IN RECORDS CENTER, THEN DESTROY. | | | |
| | The <u>white</u> and <u>yellow</u> copies are sent to the vendor. The <u>goldenrod</u> copy is destroyed. The <u>pink</u> eopy is retained by the Purchasing | | | | |
| Schedule | Approved by Pepertment, Schedule Authorized by | | | | |

Schedule Approved by Department,
Agency, or Division Representative
12/9/91

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. C-494A1

PAGE 2 of 3

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| Ho. | Description | Retention |
| | Office and filed in the contract folder numerically. The <u>green</u> copy is forwarded to Finance. The two (2) <u>blue</u> copies are forwarded to the receiving department and/or requesting user department. | ^ |
| 3 | PRICE AGREEMENT CONTRACTS: | TOTAL RETENTION PERIOD IS SEVEN YEARS. RETAIN TWO |
| | A Price Agreement Contract is a contract resulting from accepting bids on purchases of commodities/services. The standard Purchase Order Contract (Item #1) is created and distributed (after authorization by the Purchasing Agent). Contracts are filed by Bid Number (they include rejected bids). | YEARS IN PURCHASING OFFICE OR LENGTH OF TIME CONTRACT IS ACTIVE, FIVE YEARS IN RECORDS CENTER, THEN DESTROY. |
| 4 | CONSULTING/PERSONAL SERVICE AGREEMENTS: | A.) TOTAL RETENTION PERIOD IS TWELVE YEARS AFTER COM- |
| | These agreements consist of Architect/Engineer professional services, contractual services and miscellaneous professional consulting services. Agreements are filed by Agreement Number. They are prepared in quadruplicate and distributed as follows: | PLETION (IF COUNTY FUNDED) OR IN ACCORDANCE WITH MD STATE LAW. RETAIN IN PUR- CHASING OFFICE WHILE ACTIVE, TWELVE YEARS IN RECORDS CENTER, THEN DESTROY. |
| | Original - Purchasing (Record Copy) Copy - Contractual Employee/Consultant Copy - Finance Copy - User Agency | B.) TOTAL RETENTION PERIOD IS TWENTY YEARS AFTER COM- PLETION (IF FEDERALLY FUNDED). RETAIN IN PUR- CHASING OFFICE WHILE ACTIVE, TWENTY YEARS IN RECORDS CENTER, THEN DESTROY. |
| 5 | CAPITAL IMPROVEMENT CONSTRUCTION CONTRACTS: These Contracts are concerned with long term projects such as road, bridge, building or utility facilities work. The files contain originals of contract documents with detail information and correspondence. Contracts are filed by Purchase Order Number after the contract is awarded. Rejected proposals that are re-bid are retained in the Purchasing Department while active. | A.)TOTAL RETENTION PERIOD IS TWELVE YEARS AFTER COMPLETION (IF COUNTY FUNDED) OR IN ACCORDANCE WITH MD STATE LAW. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWELVE YEARS IN RECORDS CENTER, THEN DESTROY. B.) TOTAL RETENTION PERIOD IS TWENTY YEARS AFTER COMPLETION (IF FEDERALLY FUNDED). RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWENTY YEARS IN RECORDS CENTER, THEN DESTROY. |
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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

NO. C-494A1

PAGE NO.

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| No. | Description | Retention |
| 6 | RECORDING DISCS OF BIDS: Bids received by the Purchasing Office are read and recorded in public in the County Council Chambers. | TOTAL RETENTION PERIOD IS THREE YEARS. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, THREE YEARS IN RECORDS CENTER, THEN DESTROY. |
| 7 | SURPLUS SALES: A record of all County property sold as surplus at public auction is retained which includes the item and price obtained. | TOTAL RETENTION PERIOD IS THREE YEARS. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, THREE YEARS IN RECORDS CENTER, THEN DESTROY. |
| 8 | ADVERTISING: | TOTAL RETENTION PERIOD IS |
| | All capital projects, bids, Council bills, traffic notices, and surplus property sales are advertised in local newspapers. | TWO YEARS, THEN DESTROY. |
| 9 | GENERAL OFFICE & CORRESPONDENCE FILES: | TOTAL RETENTION PERIOD IS |
| | The files contain general information, copies of letters and memoranda, personnel information, finance forms, budget workpapers and other information of a housekeeping nature which have temporary reference value. | THREE YEARS, THEN DESTROY. |
| 10 | INVENTORY SHEETS: | TOTAL RETENTION PERIOD IS |
| | An annual inventory of the warehouse, print shop, stockrooms, garages, road divisions, water reclamation facilities, and all gasoline and diesel fuel are conducted, recording the quantity and stock number of each item, the price and extended value and the actual count. | FIVE YEARS, THEN DESTROY. |
| 11 | STOCK ROOM/WAREHOUSE REQUISITIONS: | TOTAL RETENTION PERIOD IS |
| | Requisitions are prepared by departments to order materials and supplies. There are three copies distributed as follows: | THREE YEARS, THEN DESTROY. |
| | The <u>white</u> copy is sent to Finance to charge the account The <u>yellow</u> copy is retained in the Print Shop The <u>pink</u> copy is retained by the requesting department | |
| 12 | PRINT SHOP BILLING: | TOTAL RETENTION PERIOD IS TWO YEARS, THEN DESTROY. |
| | Invoice that includes quantity, job title and amount billed. Filed in alphabetical order by department. | THO TEARS, MEN DESTROT. |

| ITIONS - TYPE OR PRINT A ATE FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE (DGS 880-1) | DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | FAGENCY RECORDS INVENTORY PAGE OF | |
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| TIONS TYPE OR PRINT A ATE FORM FOR EACH NEW OR SED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE [DGS 880-1] | DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 2. DIVISION HIR MASING | | FAGENCY RECORDS INVENTURY | |
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| DAILY X WEEKLY | D MONTHLY | | S INACTIVE AFTER MONTH(S) YEAR(S) | |
| ARUNDAL CENTER 3RD FL | _ | 1 . | ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE) | |
| 15. ACCESS RESTRICTIONS Q YES | 100(s) | 16. AUDIT REQUI | REMENTS ATE D FEDERAL (J INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF | | Jyears i | 0.0 | |
| DGS 550-4 (REVISED 2/87) | 20. TELEPHONE I | 1368 | 10-30-9/ | |

| ATE FORM FOR EACH NEW OR SED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE | RECORDS MANAGE) 7278 WATEI P.O. BO | RLOO ROAD | FAGENCY RECORDS INVENTURY PAGE 9 OF 12 | |
|---|--|-----------------|--|--|
| enthal Services | 2. Prision | | 3. UNIT | |
| DEFINITION-RECORD SERIES. A GROUP | OF RELATED RECOR | - , | AND USED AS A UNIT FOR | |
| 4. RECORD SERIES TITLE I CORRE | • | - | 8. EARLIEST YEAR/LATEST YEAR CURRENT TO SHEARS | |
| General in formation, copies of letters and memoranda, Personnel in formation, finance forms, budget: Work papers, etc. | | | | |
| 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES LETTER SIZE D MICROFILM LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK CHRONOLOGI | | CAL | FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY) | |
| O OTHER(SPECIFY) | © GEOGRAPHIC | | ID. ANNUAL ACCUMULATION FILE DRAWER(S) O MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) O OTHER (SPECIEY) | |
| 11. FILE IS USED | □ MONTHLY | , | ES INACTIVE AFTER MONTH(S) YEAR(S) | |
| ARUNDEL CENTR, 3RDF/00 | | | ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE) | |
| (IF YES, CITE LAW(S) & REGULAT | 5 6 NO FION(8) | 16. AUDIT REQUI | REMENTS ATE D FEDERAL D INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/BOFTWARE) D YES 2 NO | | 3 years | DRETENTION | |
| Married Last | 20. TELEPHONE P | 1368 | 10-30-91 | |

| TIONS TYPE OR PRINT A ATE FORM FOR EACH NEW OR SED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE [DGS 880-1] | DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 | | FAGENCY RECORDS *INVENTORY PAGE 10 OF 17 | | | |
|---|---|--|---|--|--|--|
| entrul Services | 2. OTYISION YURCHUSING | | 3. UNIT | | | |
| DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | | |
| 4. RECORD SERIES TITLE INVENTORY | | | 8. EARLIEST YEAR/LATEST YEAR CURRENT TO SUPERS | | | |
| Annual inventory Sheets of the warehouse print shop, Stockwooms, garases, moad divisions, utility facilities, Sasoline and diesel. | | | | | | |
| D LEGAL SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK DIO TAPE D VIDEO TAPE D OTHER(SPECIFY) | B. RECORD SERIES SEQUENCE DALPHASETICAL DINUMERICAL SCHRONOLOGICAL DGEOGRAPHICAL DOTHER(SPECIFY) | | D FILE DRAWER(S) O MICROFILM REEL(S) O COMPUTER TAPE(S) NUMBER O OTHER(SPECIFY) 10. ANNUAL ACCUMULATION O FILE DRAWER(S) O MICROFILM REEL(S) NUMBER O COMPUTER TAPE(S) | | | |
| DAILY DEEKLY | о моилита | 12. FILE BECOMES INACTIVE AFTER NUMBER MONTH(S) YEAR(S) | | | | |
| ARUNDEL CENTER, 3RD Floor, ROOM) | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) D YES 0 NO | | | | |
| 18. ACCESS RESTRICTIONS DYES PNO (IP YES, CITE LAW(S) & REGULATION(S) | | 16. AUDIT REQUIREMENTS O NONE O STATE O FEDERAL INDEPENDENT | | | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/BOFTWARE) D YES NO | | 18. RECOMMENDED RETENTION Syears in office | | | | |
| DGS \$50.4 (REVISED 2/87) | | | 10-30-91 | | | |

| ATE FORM FOR EACH NEW OR SED RECORD SERIES, FORWARD ITH RECORDS RETENTION SCHEDULE | DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | | | |
|--|---|--|---|--|--|--|
| (DGS 850-1) | | | PAGE 11 OF | | | |
| ENTRAL SEKVICES | 2. ptvision Tukchasing | | Stockroom /Warehouse | | | |
| DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | | |
| 4. RECORD SERIES TITLE Stockhoom/Warehouse Requisitions | | | B. EARLIEST YEAR/LATEST YEAR CUKLEN TO 34 EARS | | | |
| 7. RECORD SERIES FORMAT(S) **LETTER SIZE **DESCRIPTION (BRIEFLY DESCRIBE THE SUMPLIFICAL DEUND BOOK **DESCRIPTION (BRIEFLY DESCRIBE THE STREET OF COMPUTER TAPE CHRONOLOGICAL CHRONOLOG | | INCLUDE THE PU | TION/DOCUMENTS/FORMS FOUND APOSE OR FUNCTION OF THE SEPIES; MATCHIALS S. VOLUME FILE DRAWER(S) D MICROFILM REEL(S) NUMBER D OTHER(SPECIFY) | | | |
| DUDIO TAPE U VIDEO TAPE | □ GEOGRAPHIO | _ | | | | |
| OTHER(SPECIFY) | OTHER(SPECIFY) | | FILE DRAWER(S) D MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) D OTHER(SPECIEY) | | | |
| DAILY D WEEKLY | D MONTHLY | | S INACTIVE AFTER WONTH(S) YEAR(S) | | | |
| Access RESTRICTIONS (BLDG., FLOOR, ROOM) LENTRAL WORD LOWER LEVEL and LENTRAL WORD LOUISE, MILITARS WITE 18. ACCESS RESTRICTIONS DYES DINO (IF YES, CITE LAW(S) & REGULATION(S) | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) O YES ONO 16. AUDIT REQUIREMENTS O NOME O STATE OF FEDERAL A INDEPENDENT | | | | |
| | | - STATE OF FEDERAL ATTOCKEN | | | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) D YES NO | | 3 years in offices at StockRoom/Warehouse | | | | |
| Mane Management 20. TELEPHONE NUMBER Warne Management 20. TELEPHONE NUMBER 1368 | | | 10-30-9/ | | | |
| DGS 850-4 (TTMISED 2/87) | | | | | | |

| TIONS TYPE OR PRINT A | DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 | | FAGENCY RECORDS INVENTURY | | |
|---|---|--|---|--|--|
| ASED RECORD SERIES, FORWARD TH RECORDS RETENTION SCHEDULE (DGS 880-1) | | | PAGE 17 OF 18 | | |
| EPEFARTMENT/AGENCY ENTRU/ SERVICES | FURCHASING | | PRINT Ship | | |
| DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE PRINT Shop Billing | | | 8. EARLIEST YEAR/LATEST YEAR OUKLENT TO DYPAKS | | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES) | | | | | |
| Invoices of jobs = amounts for printing Services | | | | | |
| | | ·. | | | |
| 7. RECORD SERIES FORMAT(S) LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK | 8. RECORD SERIES SEQUENCE B. ALPHABETICAL D. NUMERICAL D. CHRONOLOGICAL D. GEOGRAPHICAL D. OTHER (SPECIFY) | | D MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY) | | |
| O OTHER (SPECIFY) | | | IO. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY) | | |
| DAILY WEEKLY | о моитнгу О | 12. FILE BECOMES INACTIVE AFTER D MONTH(S) YEAR(S) | | | |
| 13. CURRENT LOCATION(5) (BLDG., FLOOR, ROOM) ARUNDEL RUNER LOWER LEVEL PRINT | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES SPECIFY AGENCY OR OFFICE) D YES DNO | | | |
| (IF YES, CITE LAW(S) & REGULATION(S) | | 16. AUDIT REQUIREMENTS D NONE D STATE D FEDERAL INDEPENDENT | | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/BOFTWARE) O YES ON | | Jeans in PRINT Shop | | | |
| Managem ast | 20. TELEPHONE P | 1368 | 10-30-9/ | | |
| DGS 550-4 (REVISED 2/87) | | | | | |

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